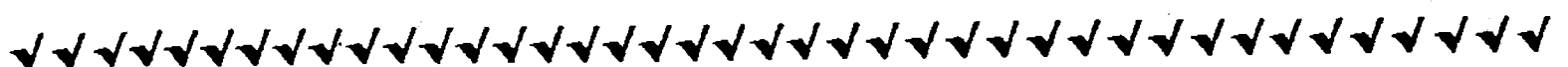




CHECKPOINT

1990

Creating Your library's Future with the UPGRADE PROCESS



INTRODUCTION

Nineteen-ninety will be a watershed year for Utah public library development. All **UPGRADE PROCESS** standards for both Certified Public Library Service and Striving for Excellence will be fully in place at that time, and local jurisdictions will be asked to meet **all** the requirements of the standards as part of their eligibility for Library Service Development Grants, and for most State Library Division services.

This booklet is designed to help library boards and librarians assess their community's progress toward full compliance with standards, and to pinpoint what needs to be done before 1990 arrives. It contains three sections: 1) a checklist of Certified Public Library Service Standards, 2) a Striving for Excellence timetable showing what **new requirements are added each year**, and 3) a section listing the general requirements for Library Service Development Grants, **some of which must be met yearly**.

LIBRARY SERVICES DEVELOPMENT GRANTS

The purposes of the Library Services Development Grants Program are: 1) to contribute to improved public library service, and 2) to stimulate local government funding for public library service. These purposes are accomplished by providing a **two-tiered** program of state financial aid for public library services based on Utah's public library standards as contained in the UPGRADE PROCESS.

Certified Level Grants represent the first tier. They are presently awarded to library service centers which meet the **yearly general requirements** below and also meet the starred standards on the Certified Public Library Service checklist, thus qualifying them for Provisional Certification. In 1990, library service centers will need to fulfill all the starred (*) and double-starred (**) standards requirements on the checklist in order to be eligible for Certified Level Grants.

The second tier, **Excellence Grants**, are awarded to library service centers which meet the conditions described above and also engage in the planning process as outlined in the Striving for Excellence section of this booklet. Excellence Grants are in addition to Certified Level Grants. Until 1990, Provisionally Certified library service centers may also be eligible for Excellence Grants. **In 1990, Excellence Grants will be awarded only to library service centers which have met all of the Certified Public Library Service standards as well as those at the Striving for Excellence level.**

YEARLY GENERAL REQUIREMENTS

These requirements are directly tied to grant awards, and must be met annually. Library service centers which meet all the standards for Certified Public Library Service and Striving for Excellence will be eligible for all State Library Division services, but **unless the requirements below are met, Library Services Development Grants will not be awarded.**

Maintenance of Effort: The local government must expend from local public funds an amount for library service (exclusive of capital outlay) not less than that of the second preceding fiscal year, or maintain the same property tax levy. (e.g. Expenditures of local public monies for the 1989 fiscal year must equal expenditures of local public monies for fiscal 1987.) Failure to do so places the jurisdiction's development grant in jeopardy. It is expected that Library Services Development Grants not be used to reduce local funding levels for library services. The Utah State Library Board may grant an exception to the Maintenance of Effort requirement on appeal from the local government if extraordinary local circumstances have prevailed.

Allowed Uses: Grants monies must be expended by the library for the purposes of improving library service. Beginning with fiscal 1989, grants may not be used for grounds, building remodeling or maintenance, handicapped access, or matching federal L.S.C.A. grants. Some examples of appropriate use are: collection development (both print and non-print), personnel, technical processing of library materials, computer software and hardware for library applications, shelving, library furniture, photocopy equipment and audiovisual equipment.

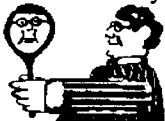
Reporting: Funds awarded under these guidelines must be spent in a timely manner and a brief narrative and financial report filed with the State Library. Spending and reporting deadlines will be specified in each year's agreement between the State Library and the local library service center.

Audits: The local jurisdiction must make library financial records available for financial audit or inspection if requested.

USING CHECKPOINT 1990

This booklet is intended to be used according to the schedule below:

What you have accomplished to date:



Self assessment. Librarian and trustees used the checklist and timetable to assure they met required standards, and planned to meet future required standards according to the UPGRADE Process and for Library Service Development Grants.

Fall, 1989

The State Library consultant assigned to the library services area will go over the information in conjunction with the library board to help them assess progress.

Fall, 1990

A State Library representative, or team of representatives will make a verification visit to determine that all standards have been met.

This is also the year during which the State Library and the Utah Advisory Committee on Library and Information Services will **review the entire set of standards and the Library Services Development Grants Program.**

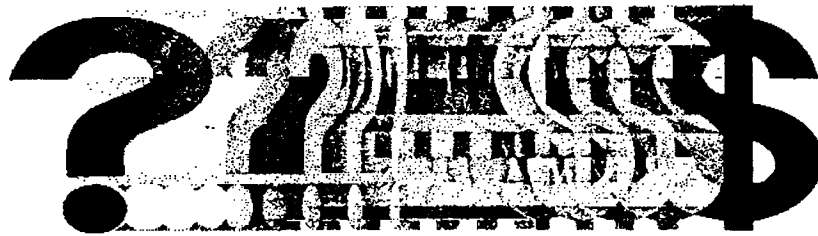


CERTIFIED PUBLIC LIBRARY SERVICE CHECKLIST

All the items in the checklist which refer to standards already in force are marked with an asterisk (*). Those standards which are required by 1990 are marked with a double asterisk (**). The checklist also includes statements which have no asterisk at all. These items are meant as suggestions which may facilitate the efficient provision of library services. They are not specifically required by the UPGRADE PROCESS standards.

Use the columns in the checklist to check off the standards which have been met, and to indicate where you would direct a new board member to look if he or she wanted to see a record verifying that the standard has been satisfied. There may be times when this column (marked "Where Info is Located") seems not to be applicable; in these cases, use "NA".

GOVERNANCE		Check	Where Info is Located
*	Our board members are appointed by either the city council or the county commis- sion.		
*	County boards and city boards can have 5-9 members.		
*	One, and only one trustee is also a member of the city council or county commis- sion.		
*	Our board chair is elected yearly.		
*	City board members serve terms of 3 years; county board members serve terms of 4 years.		
*	Expirations of terms are staggered so that there are experienced members on the board at all times.		
*	As terms expire, new members are appointed before July.		
*	Vacancies occurring through resignations or other reasons are filled by appointments for the unexpired term.		
*	The board establishes policies and objectives for library service.		
*	No member of the library board has served more than 2 consecutive full terms.		
	The board has written bylaws and each member has a copy.		
	Board members are appointed for specific terms, and changes are reported to the State Library.		
	Minutes of all board meetings are distributed to members; secretary keeps a file of the minutes.		
*	Notice of the board meeting is publicized (published in newspaper, posted on bulletin board, etc.).		
	An agenda is established for all board meetings and is distributed in advance of the date of the meeting.		
*	The library board meets at least quarterly.		
	The library board makes reports to the appropriating body and to the community.		
	The librarian attends all library board meetings.		



FUNDING

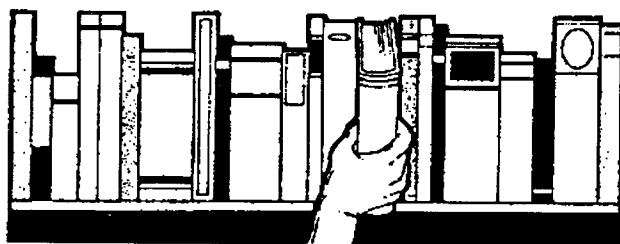
	Check	Where Info is Located
* Our library services are funded on a permanent basis through: certified tax rate, or general funds, or other ongoing local sources.		
** At least 50% of funds are received through local sources.		
** There is a formal annual budget for library services.		
Librarian and library board are involved in the budget planning.		
Budget is presented to appropriate body by the library board.		
Bookmobile service boards are prepared to help negotiate and formalize county bookmobile contracts.		
** Budget includes line items for: personnel, library collection, capital outlay.		

HOUSING AND ACCESS

** Our library services are provided through a facility that is publicly owned, leased, or contracted for, and is publicly maintained.		
** Our Library is open to the public at least 20 hours a week.		
** The library is accessible to the public some evening (after 5 PM) and weekend hours.		
** Bookmobile library service stops are at least 30 minutes long.		
** Our library hours are posted and published for wide distribution through newspapers, bulletin boards, etc.		
** Our library is listed under its name in the phone book.		
** Our library can be reached by phone whenever it is open.		
** Bookmobile patrons have telephone access through the bookmobile headquarters.		

PERSONNEL

* Our library services are provided by a permanent, paid staff member designated as librarian.		
** Our librarian has formal library training through an institution of higher learning, or has begun training through UPLIFT, or has acquired equivalent training.		



MATERIALS

- ### MATERIALS
- ** Money is expended annually for the purchase of materials.
 - ** The librarian and the board have a current, written collection development policy reflecting community needs which guides the purchase of materials.
 - ** Non-fiction books can be located on the shelves in our library by the Dewey Decimal or Library of Congress call numbers assigned to them.
 - ** Fiction is organized in a systematic way, and if there are special collections such as westerns and mystery, they are easy to locate.
 - ** The public catalog is complete and up to date; cards or entries for new books are added when books are shelved.
 - ** Non-fiction books and materials are represented in our catalog by author, title, and subject(s); fiction by author and title.
 - ** Our librarian understands and implements the concept of maintaining subject heading consistency.
 - ** Someone using our library could look in the catalog and find cards or entries for all the books on the shelves. (Exception may be paperback fiction.)
 - ** If a book is not on the shelves, our library has a circulation system that records where the book is, and when it is due back.

SERVICES

- * There is no charge for basic library services to our residents.
- * Reference service, either using the library's collection of basic materials or reference support from the State Library, is provided to patrons.
- * If a patron can't find an item he wants in our library, we will make an Interlibrary Loan request from the State Library for him (or use our own terminal).

REPORTING

- * Our librarian submits the annual report to the State Library in a timely and accurate way.
- * Our librarian responds to surveys conducted by the State Library.

Check	Where info is located
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[illegible]

STRIVING FOR EXCELLENCE

The Striving for Excellence level, which involves the board and the librarian in a formal planning process, is being phased in gradually. Since 1987, new elements have been added each year and in 1990 the entire process will be in place. The timetable below lists the Striving for Excellence requirements for each year. This symbol (#) indicates which items are new for that year.

1987-1988

- 1. Continue to meet starred items on checklist.
- 2. Summary and self-evaluation of current plan.
- 3. Board has formulated or reviewed and revised a plan, which includes:
 - # a) **Mission statement** (See UPGRADE PROCESS manual pp. 27-30).
 - # b) **Choice of roles** (See UPGRADE PROCESS manual pp. 27-30).
 - c) Goals, objectives, and strategies which reflect movement toward full compliance with double-starred items on checklist, as well as local concerns.

Fall, 1989

- 1. Same as 1 above.
- 2. Same as 2 above.
- 3. Board has formulated or reviewed and revised a plan, which includes:
 - a) Mission statement.
 - b) Choice of roles.
 - c) Goals, objectives, and strategies which reflect movement toward full compliance with double-starred items on checklist, as well as local concerns.
 - # d) **Use of performance measures to assess movement towards goals.** (See UPGRADE PROCESS manual pp. 38-40, 43-53).

Fall, 1990

- # 1. **Fully complies** with starred and double-starred items on checklist.
- 2. Same as 2 above.
- # 3. **Board has conducted a needs assessment** (See UPGRADE PROCESS manual pp. 25-26), and on that basis has formulated or reviewed and revised a plan, which includes:
 - a) Mission statement.
 - b) Choice of roles.
 - c) Goals, objectives, and strategies.
 - d) Use of performance measures to assess movement towards goals.

Fall, 1990 AND BEYOND

Library service in Utah's cities and counties reflects the extent of community commitment--of local funds, of the time and concerned efforts of active library boards, and of the energies of trained librarians. Each local jurisdiction will define library service excellence for itself and decide what commitment is necessary to achieve it. Together with consulting, continuing education, and a data gathering program, the State Library Division offers the UPGRADE PROCESS and the Library Services Development Grants Program as tools which local jurisdictions may use to improve library service.

Library service centers choosing to use these tools are reminded that though 1990 is a target date for the full achievement of standards, the UPGRADE PROCESS is ongoing, and that after 1990 all standards will be required annually. The UPGRADE PROCESS is designed for continual use; communities are encouraged to use the planning process it embodies to take their library services far into the future.

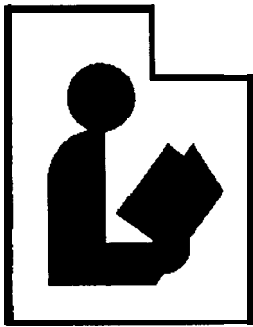
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Process



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